

Co-operative Federation of Victoria Ltd  
Minutes of Board Meeting 22 September 2004

Present: Tony O'Shea, N. Black, Graeme Charles, David Dinning and David Griffiths

### **1. Minutes.**

That the minutes of the board meeting of 20 August 2004 be approved and signed by the Chairman as a true and accurate record.

### **2. Paul Fitzgerald**

It was noted that at the board meeting on 20 August 2004 Paul Fitzgerald said he would write to CFV with the basis of a formal partnership arrangement – outlining ACCORD's intentions and ideas. It was noted that the letter from Paul Fitzgerald had not been received by 21 September 2004 as promised. It was agreed that Secretary would follow this up. It was also noted that the Secretary had not yet followed-up the ACCORD offer to assist without charge re-designing the australia.coop web site.

### **3. Co-operative Education**

It was noted that the Secretary had copied and distributed the CD Rom A Different Kind of Business to directors with the computer specifications. Graeme Charles reported that he had clarified with the Co-operative College the CD expiry date and that he had still to clarify accreditation of its courses – whether any accreditation in the UK could apply to Australian co-operators or whether separate Australian accreditation was necessary.

It was noted that there had been no contact with AICUD. It was noted that Graeme Charles was to contact Garry Oliver and, in particular, clarify any accreditation that was attached to AICUD courses.

### **4. Audit and AGM**

**That the audited accounts for the year ended 30 June 2004 be accepted.**

**The following resolutions for the AGM were carried:**

#### **Auditor, Financial and Directors Reports**

That the reports from the board, auditor and officers of the Federation upon the transactions of the Federation during the 2003/04 financial year including the Balance Sheet, Profit and Loss Account and state of affairs for the year ending 30 June 2004 be received.

#### **Remuneration of Directors**

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That Directors do not receive any remuneration as Directors for the 2004/05 financial year.

### **Annual Subscription**

That the following membership annual subscription levels for the financial year 2004/05 be approved:

<b>Annual Turnover \$</b>	<b>Annual Subscription \$</b>
0 -100,000	<b>\$150</b>
101,000-500,000	250
500,001-1 million	350
1-2 million	500
2-3 million	750
3-4 million	1000
4-5 million	1250
5-6 million	1500
6-7.5 million	1750
7.5 – 10 million	2000
10 – 50 million	2500
50-100 million	3000
100 million plus	<b>4250</b>

Graeme Charles reported that he had talked to the auditor about a reduced fee and it was expected that the total cost would be about \$2000.

#### **5. CAV**

Graeme Charles reported on a meeting with the Director of Consumer Affairs, David Cousins. Also in attendance was the Chairman of Co-operative College, Stephen Yeo. He said that CAV was impressed with australia.coop and had invited a submission on its further development.

THAT THE BOARD ENDORSE THE AUSTRALIA.COOP SUBMISSION TO CAV AND THE BUILD-IN ASSUMPTIONS OF PAYMENTS TO DAVID GRIFFITHS AND GRAEME CHARLES FOR SERVICES RENDERED SUBJECT TO FINAL COSTING AND MEETING OF OBLIGATIONS AND PERFORMANCE INDICATORS.

A copy of the submission is attached.

He said that australia.coop's success has created a window of opportunity for CFV – demonstrating the capacity of CFV to deliver. This had re-opened the whole issue of co-operative education together with the important presence and contribution of Stephen Yeo. In addition to the australia.coop submission, CFV had been invited by the Director to submit for funding a MAJOR co-operative education initiative that can be related to the government's consumer protection and community capacity policy initiatives.

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That the development of a co-operative education submission by Graeme Charles be endorsed, that the draft be circulated by email to directors for comment and that Chris Greenwood be invited to advise on the submission for a fee payable if the submission was successful

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6. ICA

David Griffiths reported that the ICA Communications Director, Garry Cronan, had telephoned to confirm that the ICA intention was to enter into a payment arrangement with himself but that it was taking longer than expected. There was no longer be any expectation of CFV membership of ICA.

THAT THE BOARD WELCOMES THE PROPOSAL BY THE SECRETARY THAT ANY ICA PAYMENT TO DAVID GRIFFITHS FOR THE DEVELOPMENT OF THE ICA WEB SITE WILL BE PAID TO THE CFV AND THAT 10% OF ANY INCOME RECEIVED UP TO \$5000 (\$500) WILL BE RETAINED BY CFV AND 30% OF ANY INCOME RECEIVED ABOVE \$5000 WILL BE RETAINED BY CFV E.G. THE CFV RETAINED INCOME ON \$6000 WOULD BE \$900. IT IS FURTHER NOTED THAT THIS ARRANGEMENT WILL IMMEDIATELY BE REVOKED IF CFV DISCONTINUES AND/OR DAVID GRIFFITHS DISCONTINUES HIS INVOLVEMENT WITH CFV IN ANY CAPACITY.

## **7. CFV Stock as of 8 August 2004**

**That the stocktake of 8 August 2004 prepared by the Secretary be endorsed as a true and accurate stocktake of stock held at the registered office by CFV.**

A copy of the stocktake is attached.

8. Deferred Items:

It was agreed to defer the following items recommended by the Secretary:

That the board agree to contract the operational management of australia.coop to David Griffiths and Co-operative Energy Ltd for three years without payment and with the continuation of the partnership development arrangement with NetC subject to CFV oversight.

That the board agree to sell the Netcomm ADSL NB5580W modem to David Griffiths and agree that in the absence of CFV contributing to the \$89.50 monthly cost of an ISP service for CFV that \$45 of this each month be considered as payment for purchase of the \$360 modem and that as of 22 September 2004 \$90 has been paid representing two monthly payments.

## **9 Our Energy**

Graeme Charles reported that a proposal from Our Neighbourhood Energy was expected shortly, that it would provide a 7% reduction in electricity costs, that it

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would be based on monthly electronic payments and that for farmers interval meters would be installed without charge.

**Next Meeting:** 10:00 am, 28 October 2004.

**Prepared:** David Griffiths, 04 October 2004

**Approved:** Tony O'Shea 18 October 2004

David Griffiths  
Secretary

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5. CAV

Project	Purpose	Deadline	Indicators	Funds
Redesign australia.coop	Professionalise the design of australia.coop web site	January 2004	Redesign of australia.coop by January 2005	\$4000
ID and password protection	Creation of co-operative education user id and password protection section of australia.coop for delivery of co-operative education courses and resources.	February 2004	Establishment of co-operative education section by February 2004	\$3000
Software /hardware	Purchase upgrade/new software and hardware	November 2004	November 2004	\$2000
New editions	Resourcing costs of new editions of six popular hard copy and/or online publications including editing and layout in pdf and word formats. Between 7 January 2003 and 31 August 2004 10,676 copies of these publications were distributed	Various	The Co-operative Formation Process November 2004 The Co-operative Formation Decision November 2004 Why co-operatives fail as co-operatives December 2004 The Co-op Dictionary February 2005 The Co-op Advantage	\$10,000

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	in online or hard copy format.		Kit January 2005 What is a co-operative feasibility study? February 2005	
Co-operative Case Studies	Resourcing costs of preparation of 10 new case studies for australia.coop including editing and layout in pdf and word formats. Cooperative case studies are an important component of australia.coop. Between 1 June and 12 September 2004, for instance, 1696 co-operative case studies were viewed and downloaded.	March 2005	Completion of case studies by March 2005	\$7,500

Total: **\$26,500**

**August 2004**

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## 7. CFV Stock as of 8 August 2004

Arts Cooperatives (Greer)	3
Audioline FF895 SN 1C9311J75668 Telephone Answering Machine	1
Avery Self Adhesive Labels Dispenser Pack: A Friendly Reminder	2 packets – some labels one packet used
Avery Self Adhesive Labels Dispenser Pack:Urgent	2 packets – some labels one packet used
Avery Self Adhesive Labels Dispenser Any Reason?	2 packets– some labels one packet used
Brochure: australia.coop	1615 (Incomplete)
Brochure: Member Benefit	1861 (Incomplete)
Brochure: Our Energy	20,680
Brochure: What is a co-operative?	9564 (Incomplete)
Buttons .coop	100
Co-operative Law (Peter Yeo)	4
Co-operation Works ( Nadeau and Thompson)	13
Desk	1
HP inkjet print vartridge 45	4
HP inkjet print cartridge 78	1
HP officejet v 4	1
Jobs of Our Own (Race Mathews)	9
Presentation Folders White Gloss	185
Marbig A4 Sheet Protectors	38
Co-opAdvantage Developing Directors of Co-operatives Kit	46
Envelopes B4 (353/250) with logo and return address	905
Envelopes DL (110 x 220) with logo and return address	769
Envelopes C4 (324 x 294) - with logo and return address	795
Envelopes C5 (229 x 162) with logo and return address	945
Esselto Clips No 2 25mm	7/12
Esselto Clips No 3 32mm	10/12
Esselto Clips No 1 19mm	7/12
Farmer Controlled Businesses (Plunkett)	8
Imation CD-R 52000160169	20
Imation CD –RW 650MB 74 Min 5112241459	12
Iomega ZIP 100 MB 03972600	2
Letterhead A4	1196

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Make No Small Plans	8
Netcomm ADSL NB5580W	1
Transcript Rural Electric Cooperatives Seminar (1993)	18
Self-Inking Dater Received Stamp S402	1
Strategic Management of Self-Help Organizations (Ropke)	5
The Co-operative Formation Decision	911
Verbatim CD 74m 650MB 4X 12X 94337	40
Verbatim DVD –RW V 1.,1 52000191735A	18
Victorian Co-operative News: Healthy Co-operation March/Apr 2002	291
Viking Premium White Copy Paper	10 reams
W.C. Penfold A4 Heavy Duty Sheet Protectors	30
Why do co-operatives fail as co-operatives?	849